



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY SUPPORT ACTIVITY AREA III  
UNIT #15716  
APO AP 96271-5176

EANC-HG-PW-FE

18 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity Area III Policy Memorandum #50, Reduction of Fire Loss Plan

**1. RESPONSIBILITIES.**

a. **Commanders:**

(1) Commanders at all levels will emphasize the Fire Prevention Program in their accountable areas during scheduled meetings/briefings and will be held responsible for their building manager program.

(2) Ensure Area Fire Departments are a significant part of Safety Stand-Down Days by providing fire prevention training.

(3) During intentional, malicious fire response such as intentionally activated pull stations, unattended cooking, and smoking in bed, Commanders will require responsible unit/individual to pay for the cost of the fire response.

(4) Include the Chief, Fire and Emergency Services Office and the Area Fire Chief in Area and Command Safety meetings to emphasize fire prevention.

b. **DPW and Area III Fire Chief:**

(1) Area III will maintain adequate Fire Inspector staffing levels to provide required inspections for all facilities. The current TDA documents have the authorized number of inspectors as authorized by Department of Defense (DoD) Instruction 6055.6 the DoD Fire and Emergency Services Program, Area III has the required number of inspectors assigned.

(2) Area III will ensure all Fire Inspectors are adequately trained in their profession using National consensus standards, DoD and local publications to ensure personnel are adequately trained IAW NFPA Standard 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner.

(3) In coordination with KORO Command Fire and Emergency Services Branch, Area III will conduct a comprehensive fire prevention awareness program through the use of all available media throughout the year. This will be done through public education programs, Fire Prevention Week Activities, media opportunities, and personal briefs to all members of the community.

(4) In coordination with KORO Command Fire and Emergency Services Branch, Area III will advertise and enforce monthly Fire Prevention Themes and Seasonal Campaigns. The subject listing will be published by the KORO Command Fire and Emergency Services Branch.

(5) Area III Fire Inspectors will provide fire prevention training at the most convenient location for the unit in order to get the maximum participation from assigned personnel. The type of requested training will be identified by the unit and will be provided to the unit at safety Down Day training or as requested by the unit.

(6) Area III Fire Prevention Office in a cooperative effort with the Area III Safety Office will assist and train local and unit safety professionals to be closely observant of fire safety hazards or situations. The training will focus on NFPA 1, Uniform Fire Code. The Area III Fire Prevention Office will brief at the monthly newcomers briefing to reference local fire regulations and reporting procedures.

(7) Establish a partnership with the Area III Safety Office to perform coordinated fire safety awareness programs. The Area III fire prevention office will conduct the fire prevention instructional area of the NCOIC safety training.

(8) Work with local fire departments and city governments in addressing fire/life safety issues for off-post quarters and establishments frequented by US personnel.

(9) Improve pre-design reviews of building codes to reflect advancements in fire protection practices and address current installation deficiencies.

(10) In coordination with KORO Command Fire and Emergency Services Branch, and Area III Fire Chief, establish timely enforcement of the most current fire codes and standards and Unified Facilities Criteria (UFC) 3-600-01, Fire Protection Engineering for Facilities

(11) Ensure Area III DPW personnel are installing and maintaining electrical equipment correctly.

c. Area III Installation Fire Chief:

(1) Perform an annual review of installation fire prevention Risk Management Plan for the purpose of identifying and implementing risk control measures. Adjust Area III Fire Prevention program to add emphasis to areas where fires are occurring.

(2) Provide extensive fire prevention training for Facility Managers upon their assignment to these duties. Ensure the Facility Manager Program puts heavy emphasis on barracks and work place fire safety practices.

d. Area III Fire Prevention Office General Requirements:


(1) Review plans/drawings for all construction projects, facility modernization, rehabilitation and self help projects to ensure their compliance with all Unified Facility Codes (UFC), NFPA and applicable fire consensus codes for fire safety and engineering.

(2) The Area III Fire Prevention Office shall ensure the Fire Risk Management Surveys will be conducted as prescribed by the building occupancy hazard, known fire loading and mission criticality within the required frequency of inspections.

(3) The Fire Prevention Office will form a cooperative partnership with the community and work to ensure fire safety, fire prevention training and fire safety intervention is accomplished. This will reduce unwanted responses, as well as manage and monitor any dangerous fire safety trends.

e. The overall goal of the Area III community is to reduce fire losses involving US Army and KATUSA soldiers, US and Korean civilian employees, family members, and US Army property by 40 percent over the next 5 years.

2. POC is the Fire Chief, Mr. Marra at 753-6176.

  
MICHAEL D. CLAY  
COL, IN  
Commanding

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